



**ATENEO DE MANILA UNIVERSITY**  
**OFFICE OF THE VICE PRESIDENT FOR HIGHER EDUCATION**

HE Memo#Y2.23  
25 March 2024

---

**TO** The Ateneo de Manila Community in Higher Education

---

**FROM** [Sgd.] Maria Luz C. Vilches, PhD  
*Vice President for Higher Education*

---

**SUBJECT** SEARCH FOR A NEW UNIVERSITY LIBRARIAN

---

A pleasant day to all!

Our University Librarian, Dr. Vernon Totanes, is going to help Quezon City set up a modern library facility for the city. This responsibility will entail a full-time engagement for him. Given the magnitude of this work, he is ending his employment as Ateneo de Manila University Librarian on 31 May 2024 so he can assume work in Quezon City by 1 June 2024.

I'm, thus, announcing that we are doing a search for a new University Librarian. Following are the basic/minimum qualifications of the University Librarian as stated in CHED Memorandum Order No. 22, Series of 2021 as upheld by PAASCU and AUN-QA accrediting and assessment bodies, respectively:

The library shall be administered by a licensed full-time head librarian with the following qualifications: 1) a Master's Degree holder in Library and Information Science or any related field; 2) a member of accredited professional organizations; and, 3) with at least two (2) years of library-related supervisory experience.

Dr. Vernon Totanes has been our Director of the Rizal Library for 10 years. During this time, Von, modernized the Rizal Library by increasing the number of e-books and online subscriptions; involving students in the life of the library through the Student Ambassadors program; updating online help for students and scholars alike so that even during the pandemic lockdown, the library was still serving the community very well; providing resources for scholars in coordination with the Office of the Associate Dean for Research and Creative Works; and many more. Under Von's creative leadership, the Rizal Library has become more than just a static physical structure; it has become an interactive 'knowledge channel' that can be accessed anywhere.

Von paved the way for the transition of the Rizal Library from being Loyola Schools only to now encompassing the entire Higher Education cluster that brings together all the nine schools. Now the task of a University Librarian has a wider reach beyond Loyola to Rockwell (ALS and AGSB) and Ortigas (ASMPH). The University Librarian implements the directions of the schools in Higher Education regarding the acquisition, preservation, and use of learning resources for students, faculty members, and non-teaching personnel to facilitate learning. The University Librarian also prepares the library budget in coordination with the VPHE and presents it to the Higher Education Budget Committee as well as the University Budget Committee. Supervision of the University Librarian is from the Vice President for Higher Education.

I hope that these descriptions will enable you to make a good judgment on your nominations. We expect to receive them by Monday, 15 April 2024. Please send your nominations to [vp.highereducation@ateneo.edu](mailto:vp.highereducation@ateneo.edu) and a copy of their CV as well as reasons for your nomination. The search process is within April 2024. We hope to name the new University Librarian by May 2024.

Thank you for your support.